



**BTA1246
(04/08)**

**COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION**

**ARTICLES OF CANCELLATION OF A
CERTIFICATE OF REGISTRATION
AS A FOREIGN BUSINESS TRUST**

The undersigned, on behalf of the business trust set forth below, pursuant to § 13.1-1246 of the Code of Virginia, states as follows:

1. The name of the foreign business trust is _____.

2. The name of the state or other jurisdiction of formation is _____.

3. The foreign business trust is not transacting business in this Commonwealth and it surrenders its registration to transact business in this Commonwealth.

4. The foreign business trust revokes the authority of its registered agent to accept service of process on its behalf and appoints the Clerk of the Commission as its agent for service of process in any proceeding based on a cause of action arising during the time it was authorized to transact business in Virginia.

5. The mailing address to which the Clerk of the Commission may mail a copy of any process served on him as agent of the foreign business trust is _____.

6. The foreign business trust commits to notify the Clerk of the Commission in the future of any change in its mailing address.

Executed in the name of the business trust by:

(signature of authorized person)

(date)

(printed name)

(title)

(business trust's SCC ID no.)

(telephone number (optional))

PRIVACY ADVISORY: Information such as social security number, date of birth, maiden name, or financial institution account numbers is NOT required to be included in business entity documents filed with the Office of the Clerk of the Commission. Any information provided on these documents is subject to public viewing.

SEE INSTRUCTIONS ON THE REVERSE

Provide a name and mailing address for sending correspondence regarding the filing of this document. (If left blank, correspondence will be sent to the registered agent at the registered office.)

(name)

(mailing address)

INSTRUCTIONS TO FORM BTA1246

This form, which has been prescribed and furnished by the Commission pursuant to § 13.1-1246 of the Code of Virginia, must be used by a foreign business trust that wants to cancel its certificate of registration to transact business in Virginia.

The articles must be in the English language, typewritten or printed in black on white, opaque paper 8 1/2" by 11" in size, legible and reproducible, and free of visible watermarks and background logos. A minimum of 1" must be provided on the left, top and bottom margins and 1/2" on the right margin. Use only one side of a page.

You can download this form from our website at www.scc.virginia.gov/clk/formfee.aspx.

Set forth the exact name of the foreign business trust currently on file with the Commission. Include the business trust's designated name for use in Virginia if one was adopted.

The articles must be executed on behalf of the foreign business trust by a person who, under the laws of the business trust's jurisdiction of formation, is authorized to execute post-formation articles, certificates, etc. filed with the Secretary of State or other official having custody of business trust records in such jurisdiction. The person signing the articles must print his or her name and the capacity in which he or she is signing beneath or opposite his or her signature. A person signing on behalf of a business entity must set forth the name of the business entity, its relationship to the business trust (e.g., trustee), the individual's printed name and the capacity in which he or she is signing on behalf of the business entity. See § 13.1-1202 of the Code of Virginia.

It is a Class 1 misdemeanor for any person to sign a document he or she knows is false in any material respect with intent that the document be delivered to the Commission for filing. See § 13.1-1205 of the Code of Virginia.

These articles may not be filed with the Commission until all fees and penalties to be collected by the Commission under the Virginia Business Trust Act have been paid by or on behalf of the business trust; provided, however, that an assessed annual registration fee does not have to be paid if these articles are **filed** with an effective date that is on or before the due date of the annual registration fee payment. See § 13.1-1065 of the Code of Virginia.

Submit the original, signed articles to the Clerk of the State Corporation Commission, P.O. Box 1197, Richmond, Virginia 23218-1197, (Street address: 1300 East Main Street, Tyler Building, 1st Floor, Richmond, Virginia 23219), along with a check for the filing fee in the amount of **\$25.00**, payable to the State Corporation Commission. **PLEASE DO NOT SEND CASH.** If you have any questions, please call (804) 371-9733 or toll-free in Virginia, (866) 722-2551.

NOTE

Until cancellation has been completed (or the business trust's certificate of authority to transact business is revoked for failure to pay its annual registration fee or maintain a registered office and registered agent), the business trust will remain active on the Commission's records and remain liable for the assessment and payment of annual registration fees, even though the business trust has been terminated in its home jurisdiction, has stopped transacting business in Virginia or has wound up its affairs.